

ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Kaleidoscope Center conference Room, 4405 Galloway Road, Sandusky, Ohio 44870

“The Erie County Board of Developmental Disabilities supports people and their families in making choices to pursue the lives they want to live”

Meeting Minutes
December 20, 2012

PRESENT: Eric Kibler, David Stuck, Kay Mackey, Don Sieg, Howard Collins, Connie Balek, Jude Theibert, Carrie Beier, and Kristin Braun.

VISITORS: Bob Wright, Diane Corso, Sharon Travis, Eric Wightman, Jo Miller and Gary Miller

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MEETING MINUTES

A motion was made by Mr. Howard Collins to approve the November 15, 2012 Board Meeting Minutes, seconded by Ms. Kay Mackey, with all in favor the motion carried.

PUBLIC COMMENT

Mr. Wright asked if North Coast Community Homes would be reporting to this board on a regular basis. Diane Corso stated that she would ask them if they would report annually or possibly quarterly.

DEPARTMENTAL REPORT

EI/HMG Report

Ms. Beier reviewed her attached EI/HMG report with board members. There were no questions.

SSA & Medicaid Report

Ms. Travis reviewed her attached SSA Report with board members adding one “typo” change to her report. In the first section under “Eligibility” - *there are 146 (not 121) individuals that are in “inactive” status.*

Jo Miller – Retirement

Jo Miller will be retiring this month and was recognized at the board meeting for her 22 years of service with the Erie County Board of Developmental Disabilities. Ms. Jo (Paulette) Miller’s last day of work will be December 21, 2012.

IT Board Report

Mr. Eric Wightman reviewed his board report with board members. Mr. Wightman will be keeping the board up to date and will be presenting the board quarterly IT and Records Reports in 2013.

BOARD ACTION

A. ETHICS COMMITTEE

The Ethics Committee met and reviewed the direct service contract (s) and recommended approval.

B. FINANCE

1. Finance Committee Report

Mr. Jude Theibert made a motion to approve the Financial Report, seconded by Mr. David Stuck all were in favor and the motion carried.

2. Approval of Individual Budget Requests Greater than \$25,000 in 2013

RESOLUTION # 12-16-2012

The following providers have been selected by an individual and their family to provide services through an Individual budget. The providers listed have a signed 2012 contract. The contracts listed below will result in payment by the Board greater than \$25,000 in 2013. This resolution authorizes the interim superintendent to sign the service contract on behalf of the board. Services may be provided to this and any other individual that may select them to provide services.

Mr. Don Sieg made a motion to approve the Individual Budget requests with: AM/PM 24-7 Taxi; Best Bet Transportation; City Service Transportation; Dependable Shuttle; Double S Industries; First Choice of Ohio; Goodwill Industries; Majestic Taxi; Partners in Community; Renaissance House; Rising Sun Centers; and Lucy Idol Centers. This motion was seconded by Mr. David Stuck and with all in favor the motioned carried.

3. Approval of Individual Budget Request – Family Member

RESOLUTION # 12-17-2012

The following providers have been selected by an individual and their family to provide services through an individual budget. The providers listed have a signed 2012 contract. The contract listed below will result in payment by the Board to an immediate family member of an individual eligible for county board services. This resolution authorizes the superintendent to sign the service contract on behalf of the board. Services may be provided to this and any other individual that may select them to provide services.

Mr. Don Sieg made a motion to approve the following providers that have been selected by an individual and their family to provide services: Frances Benlein; Judith Burkhardt; Ruth Burger; Vlema Butler; Barb Carson; Lisa Cassel; Tracy Chapman; Nathan Edwards; Gail Foos; Sara Gonzalez; Janice Hamm; James Lee; Sheila Lowry; Kimberly Lutz; Andrea McCune; Sharon McGill; Lyndsey Mitchell; Loveonia Moneghan; Jennifer Ried; Julie Roth; Jessica Sowder; Glenda Sugaski; Jacquelyn Tran; Bonnie Wurd; Jeff Warren; James Warren; and Anthony Wobser. This motion was seconded by Mr. Jude Theibert and the motion carried. Mr. Howard Collins abstained from the vote.

4. Approval of Service Contracts

RESOLUTION # 12-18-2012

According to the Board's fiscal policy, any program and professional contracts over \$25,000 must be approved by the Board before it is encumbered.

Mr. David Stuck made a motion to authorized the interim superintendent to approve the following contracts upon receipt of a certificate of available funds from the Erie County Auditor: Advanced Health, LTD. (occupational and physical therapy); Anthem Blue Cross/Blue Shield (health insurance); ARC of Erie County (family directed services); Blaugrund, Herbert, Kessler, Miller, Myers & Postalakis, Inc. (legal services); City of Sandusky – STS (Transportation); Clearwater COG (varied services); Kirra Day (physical therapy); Delta Dental (dental insurance); Dublin Management Group (human resources); North Coast Community Homes (housing management); The Billing Connection (Medicaid billing and monitoring), the motion was seconded by Ms. Kay Mackey and with all in favor the motion carried.

5. Approval of 2013 Holiday & In-Service Calendar

Mr. Jude Theibert made a motion to approve the 2013 Holiday and In-Service Calendar for 2013, motion was seconded by Ms. Connie Balek with all members in favor the motion carried.

6. Approval of the Individual Budget Policy

A motion was made by Mr. Jude Theibert to approve the Individual Budget Policy after correction of a few grammatical errors. This motion was seconded by Ms. Kay Mackey with all in favor the motion carried.

7. Approval of 2013 Operating Plan

A motion was made by Mr. David Stuck to approve the Operating Plan for 2013, seconded by Ms. Kay Mackey and with all in favor the motion carried.

8. 2013 Preliminary Annual Budget

Our policy states that the annual budget must be set by December 31st of each year. Ms. Riedy used June 2012 figures to create a three (3) month preliminary budget. Once the county commissioners release the figures for 2013 (expecting this information by March 31, 2013) she will provide this board with a detailed budget.

Mr. Howard Collins made a motion to approve the 2013 preliminary annual budget seconded by Mr. Jude Theibert and with all in favor the motion carried.

OLD BUSINESS

Housing Report – Diane Corso

Diane stated that she expects the broker's appraisals on the ARC homes by the first of the year and they are being completed by ReMax Reality. Diane also stated that this is a necessary step in order to facilitate the transfer of the homes from the ARC of Erie County into Family Initiatives.

Home Improvements

Diane stated furnace inspections were made on all of the homes and one furnace had to be replaced. One home had a new handicap accessible entrance ramp and hard wired smoke & carbon monoxide detectors installed. A second home had electrical work including hard wired smoke & carbon monoxide detectors. Both projects were funded using Community Capital Assistance money.

NEW BUSINESS

Interim Superintendent Report

Ms. Beier congratulated both Mr. Collins and Mr. Stuck on their reappointments to the Board for a second term.

The Interim Superintendent said that she has been busy with the management team completing the 2013 Annual Plan. Ms. Beier also stated that she attended the Clearwater Council of Government (COG) First Annual Regional Wave Awards Event in Camden Falls (Tiffin, Ohio) where two Erie County SSA's (Adrienne Keys and Michael Painter) received regional awards as the top two SSA's. Ms. Beier updated board members on the very successful Santa Workshop held December 1, 2012 and stated that she presented the County Board Semi-Annual Report to the Erie County Commissioners on December 13, 2012.

Ms. Beier informed board members that the Clearwater of Council of Government (COG) will be hosting new board member training on Wednesday, January 23, 2013. If members are interested please see Ms. Beier and she will notify the COG.

EXECUTIVE SESSION

Mr. David Stuck made a motion to go into Executive Session at 6:08 pm to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee, seconded by Ms. Kay Mackey.

A roll call vote followed:

Eric Kibler	AYE
Howard Collins	AYE
Kay Mackey	AYE
Jude Theibert	AYE
Connie Balek	AYE
David Stuck	AYE

Approved **YES**

Absent: Mr. Don Sieg left the meeting at 6:00 pm.

The board exited Executive Session at 7:04 pm.

Mr. Eric Kibler made a motion to make an offer of employment of Superintendent of Erie County Board of Developmental Disabilities and negotiate a contract with Ms. Carrie Beier, seconded by Mr. David Stuck.

A roll call vote followed:

Eric Kibler	AYE
Howard Collins	AYE
Kay Mackey	AYE
Jude Theibert	NYE
Connie Balek	NYE
David Stuck	AYE
Don Sieg	ABSENT

Approved **YES**

ADJOURNMENT

Mr. David Stuck made a motion to adjourn the Board meeting at 7:08 pm seconded by Ms. Connie Balek and with all in favor the meeting was adjourned.

Kay Maskey
Recording Secretary

4/18/13
Date